



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

SPECIAL INVESTIGATIVE AGENT I

Job Number: 20001912

Job Code: 98940V150416

Job Group: 9800 - LAW

Job Established: 01/16/2006

Job Revised: 04/16/2015

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under statutory authority gains skills and conducts entry level work in administrative, civil, and criminal investigations to prevent, identify, and eliminate fraud, waste, abuse, and mismanagement. Receives assistance in writing in-depth investigative reports with recommendations to appropriate administrative and prosecutorial agencies for possible administrative, civil, and/or criminal action; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional experience in the field of investigation will substitute for the required college on a year-for- year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess and maintain a valid driver's license prior to appointment in this classification. Must maintain a valid driver's license for length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains a valid driver's license.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Gains knowledge and skills so as to use standard investigative and interviewing techniques to conduct investigations to detect and eliminate fraud, waste, abuse and mismanagement. Under direct supervision, interviews employees, managers, executives, contractors, vendors, citizens, and/or public officials to determine if departmental policies and procedures have been followed or if Kentucky Revised Statutes have been violated. Assists in investigations of serious accidents involving agency equipment and/or personnel to determine if policy, procedural, or criminal violations were involved and reports to agency head. Summarizes investigative findings in standardized report documents and/or through specialized narrative reports. With assistance, issues a recommendation as to the results of the investigation. Becomes familiar with general policy, procedures, regulations, and statutes. May testify in judicial, administrative or Personnel Board hearings as required. Works with and assists other law enforcement agencies through conducting joint investigations, surveillance, and search warrants. Attend specialized training sessions and conferences as required. Interact with cabinet personnel, law enforcement agencies, and the general public.

UNIQUE PHYSICAL REQUIREMENTS:

Carrying heavy equipment may be required.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Typical working conditions include both extensive field work in a variety of settings and normal office work. Travel throughout the state may be required to conduct interviews, perform surveillance activities and to obtain information and evidence. Interviews may be confrontational. Overnight travel and working irregular hours may be required. Working outdoors for extended periods and working in all types of weather may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.